



April 7, 2006

PLEASE
REPOST

**BALTIMORE CITY PUBLIC SCHOOL SYSTEM
DEPARTMENT OF HUMAN RESOURCES
OFFICE OF RECRUITMENT**

The Chief Executive Officer, Baltimore City Public School System, is seeking individuals meeting the minimum qualifications for the following position:

BUDGET MANAGER
(\$57,403-\$97,177)

Under the leadership of the Chief Financial Officer, the Budget Manager, plans, organizes, and oversees the development and management of the district's budgets. Recommends and implements budgetary control procedures and prepares budgetary analyses, reports and information. Manages the day-to-day operations of the Budget Office and coordinates work with the other Finance offices. Provides technical expertise and assistance concerning budget preparation, management, and analysis. Manages the budget operations, function, and assigned Budget Analysts and support staff. Provides technical direction, training and leadership to assigned staff. Assigns and reviews work and ensures deadlines are met in accordance with BCPSS policy and standards. Works closely with schools and departments to oversee the preparation of all preliminary, tentative, and final adopted budgets annually including positions, operating and capital components. Manages the preparation and presentation of recommended budgets and information to CFO, COO, CEO, and others as required. Works collaboratively with senior management to allocate appropriated funds system-wide.

Qualified applicants must have the following minimum qualifications:

- Bachelor's degree in accounting, finance, business, public administration, or related field. ***MBA desirable***
- Certified Public Accountant (CPA) desirable
- Six years professional experience in budgeting and accounting ***including three years at a lead or supervisory level.***
- Experience in a public education or university setting preferred.
- Thorough knowledge of the principles and techniques of budgeting and financial management, and the accepted practices and procedures that are used in the maintenance, development and implementation of large, complex budgets
- Proficient in the use of technical computer applications, including Microsoft Office Professional Suite or comparable software
- Ability to resolve complex budgeting problems and to give technical budget management advice and assistance
- Ability to effectively supervise and train budget analysts and assigned staff
- Ability to establish and maintain effective working relationships throughout the enterprise involving various organization levels
- Ability to prepare and maintain complex financial records using Excel and Access or comparable software required
- Ability to manage budget and accounting data analyses and reporting using specialized computer applications for financial management, such as Oracle and comparable ERP programs preferred. ***P.A.#81-06***

Qualified applicants for the above position must submit:

- Cover Letter
- Resume
- All documentation/certification necessary (copies accepted) to substantiate minimum qualifications

****It is important that you include all experiences and education related to the position***

****All materials must be received by the closing date***

Qualified applicants for the above position **must** submit their complete package of information to: Baltimore City Public School System, Attn: Ms. Mundell, Department of Human Resources, 200 East North Avenue, Room 110, Baltimore, Maryland 21202. ***Review of resumes will begin April 14, 2006. Position is open until filled.*** Only candidates receiving further consideration will be contacted. E.O.E. The Baltimore City Public School System encourages resumes from bi-lingual or multi-lingual candidates.